Online Course Evaluations

Link from “Course Evaluations” in your Coastal email
Take it on your phone/tablet/laptop
Reminder if you forget
100% confidential

Which courses get evaluated?
- Courses with 6+ enrolled
- Smaller classes if requested by the instructor
- Specific courses (generally internships & independent study) may be excluded per the college Dean

When is it?

<table>
<thead>
<tr>
<th>Regular Semester:</th>
<th>Short &amp; Summer Semesters:</th>
<th>Courses with Odd End Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>during the 14 days prior to first day of finals</td>
<td>during the 7 days prior to course end date in WebAdvisor</td>
<td>during the 14 days prior to course end date in WebAdvisor</td>
</tr>
</tbody>
</table>

How do I get it?
- Email invite at your g.coastal.edu address from “Course Evaluations”
- One invite per date grouping (Regular Fall, Fall II, etc.)
- A link in the email takes you to a list of all your evaluated courses in that date grouping
- If you haven’t completed the evaluations after the halfway mark you’ll get a reminder

How do I take it?
- Open the survey on any internet-enabled device – smart phone, tablet, laptop, etc.
- After submitting an evaluation for each course, the survey links back to an updated list of courses until all are complete
- Distance-learning courses get additional dl-specific questions
- It’s ok if your instructor wants to complete evals during class time, as long as they’re out of the room until you’re done

Is it confidential?
- Results are 100% anonymous; instructors see only a collective response from all students who took course evaluations
- The system doesn’t allow instructors to connect ANY quantitative responses with an individual student.
- Unless you choose to identify yourself in them, the same goes for written comments.
- No one can see any responses until grades have been finalized

How is it used?
- By instructors to improve their courses and teaching
- By department chairs and administrators to evaluate instructors' performance

Why should I do it?
- Speak up, be heard and & shape your University!
- Your feedback is vital to continually improving CCU and letting instructors know what works (and what doesn’t)